8. Pretest Yourself.

Obtain all the old study guides, suggested supplements and old quizzes that are available. Get your hands on any recommended materials in addition to the ones required. Previous exam files and course evaluations are there if you look hard enough. Check with guidance offices, bookstores, faculty, library, advisors, friends who have taken the course, and former students whose names and phone numbers are still in used texts at the bookstore.

Look into any other source you might think of yourself. And build a file on old exams and quizzes.

- Remember, old tests make the best study guides.

9. Become an Expert Test Taker.

The average college graduate has taken over 1,000 tests in his lifetime. The method of taking tests can be improved upon. An easy way to do this is to simply practice taking tests.

Sample tests of all kinds for this very purpose are available in many books. Short tests appear regularly in magazines such as *Reader's Digest*. Newspapers, television quiz shows like "Jeopardy," even brain teasers and puzzle books, all afford you practice in the art of test taking. And the more you practice anything, the better you get at it.

According to the publishers of the American College Testing (ACT) Program, the number of questions that examiners can draw on is limited. This applies to any test. The same questions either reappear on later tests or variations of earlier tests are used. Becoming acquainted with the structure of tests and test questions is half the battle of beating the test.

- Taking tests is a skill.
- Practice makes perfect.

Educated Guessing

Even with all your practicing, you will still encounter questions for which you simply don't know the answer. When this happens, don't panic. Use the following tips to increase your odds when guessing. Remember to eliminate the choices in the question that you know are incorrect, then apply these methods: